

भारतीय मानक ब्यूरो/Bureau of Indian Standards
(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: REVISED POLICY FOR PROVIDING LAPTOPS TO THE ELIGIBLE OFFICERS AND EMPLOYEES OF THE BUREAU.

This policy supersedes the earlier policy for providing laptop to BIS officers and employees, which was circulated by Administration Department vide Circular BIS HQ/ADMN/Circular (46)/2022 dated 24 February 2022 and BIS HQ/ADMN/Circular (104)/2022 dated 30 November 2022.

In place of afore-said policy, a new BIS Laptop Policy has been approved by the Competent Authority of BIS in line with the Office Memorandum vide ref. F.No. 03(20)/2022-E.II (A) dated 2 July 2023 issued by Ministry of Finance, Department of Expenditure, E-II (A) Branch) Government of India, with the minor changes as per BIS requirement, which is approved by 158TH Executive Committee (EC) on dated 22 December 2023. Details of approved new BIS Laptop Policy are given hereunder:

1. SPECIFICATIONS OF LAPTOPS

- 1.1 The purpose of BIS Laptop Policy is that to provide the Laptop to eligible officers/employees for discharge of their official work during meetings, presentations, seminars, tours, holidays, closed day etc.
- 1.2 Laptop; Phablet; Notepad; Ultra-Book; Notebook; Net-Book; Mobile or similar devices in categories, are considered in the same class. These are referred to as 'Laptop' in this policy.
- 1.3 The codal life of the laptop provided under this policy will be considered as Four (4) years.
- 1.4 The Laptop to be provided to the eligible officer shall be treated as official equipment of the Bureau in possession of the officer. A serving officer is entitled to purchase a Laptop irrespective of his/her remaining service. Safety, Security (including official data) and upkeep of the Laptop shall be the responsibility of the officer concerned.
- 1.5 The Laptop shall be completely owned by the Bureau till such time the officer deposits its residual value or codal life is over and the officer takes ownership of the same as laid down in this policy.

2. ELIGIBILITY & CEILING

2.1 Eligibility

- 2.1.1 All regular Group-A officers, Laboratory Officer (LO), and Technical Assistant (TA) of the Bureau are eligible to get reimbursement of laptops purchased by

them in their name for discharge of official work during meetings, presentations, seminars, tours, holidays, closed day etc.

2.1.2 Officers of other department/organizations working on deputation to Group-A service of the Bureau.

2.1.3 The officials other than all regular Group-A Officers, Laboratory Officer and Technical Assistant shall also eligible for re-imbusement under this policy subject to prior approval of DG:BIS. The concerned department/RO/BO/Labs/NITS and department at BIS HQs shall directly obtain prior approval from DG:BIS in consultation with Finance Department. The concerned department/RO/BO/Labs/NITS and department at BIS HQs shall justify that the Laptop is necessarily required for smooth functioning of official work.

2.1.4 Officers to whom laptop was issued under earlier policy shall be eligible to claim reimbursement under this policy after expiry of four years of date of issue of laptop.

2.1.5 The officers under suspension shall not be eligible for re-imbusement under this policy during their period of suspension. However, if laptop has been purchased prior to suspension, the officer shall be allowed re-imbusement for such laptop.

2.2 For Procuring Laptop

2.2.1 Procurement of Laptop shall be done by the officer concerned directly from the GST registered seller by paying the amount himself/herself, and then claim for reimbursement thereof.

2.2.2 'Laptop' includes its related Accessories and Standard Software etc. [Standard Software: any Software (Opening system, Antivirus software or MS-office etc), warranty/extended warranty, insurance, accidental damage protection, related accessories, CAMC/AMC contract cost, repair and maintenance etc.] that are essential for the running of devices towards discharge of official functions/ duties. The related Accessories and Standard Software etc. may be purchased along with the Laptop or anytime later within a period of 1 month. However, reimbursement of laptop, related accessories and standard software etc. is to be claimed in one go only. Piecemeal reimbursement shall not be admissible.

2.2.3 'Laptop is official equipment in addition to the Desktop PC in Office or any other computing devices provided except under this policy.

2.2.4 Only one such reimbursement will be allowed once in 4 years. The next reimbursement for serving officials will be allowed only after completion of 4 years from the last purchased date as per invoice issued by seller.

2.2.5 The next re-imbusement for the Officers/Officials other than Group-A officers shall be allowed only after fresh prior approval of DG:BIS in consultation with Finance Department.

2.2.6 The cost of device: The cost of device shall be Rs. 1,00,000/- + Taxes. However, for devices with Make in India (MII) components of more than 40%, the price ceiling shall be Rs. 1,30,000/- + Taxes. The above price ceiling including the equipment bare cost, warranty/extended warranty, insurance,

accidental damage protection, related accessories, Standard software, CAMC/AMC contract cost, repair and maintenance etc. during its codal life.

- 2.2.7** The said ceiling amount shall stand revised automatically as and when OM/Circular/Instruction etc. issued by the Department of Expenditure in this regard. Such revised ceiling shall be applicable on Laptops purchased after issuance of OM/Circular/Instruction etc.
- 2.2.8** Repair and Maintenance: No further re-imbusement towards repair/maintenance or any other incidental expenditure shall be made by the Bureau during the codal life of the laptop.
- 2.2.9** The eligible officials shall submit Form for re-imbusement of Laptop to Administration Department, BIS HQs through their Departmental Head. Form for re-imbusement is attached with this Policy as Annexure-II. The Administration Department, BIS HQs shall process re-imbusement claim submitted by eligible officers after examining the necessary details/entries.

3. TERMS AND CONDITIONS FOR PURCHASE OF LAPTOP AND ITS REIMBURSEMENT

- 3.1** The claim for reimbursement will be entertained subject to:
- (a) The payment for purchase of the Laptop is done in Indian Currency (Rupee). Any claim in which payment is made in any currency other than Indian Rupee shall not be entertained.
- (b) The delivery of the devices(s) has been taken in India. Any claim wherein delivery has been taken outside India shall not be entertained.
- 3.2** The Bureau will neither be responsible nor liable for any contractual, legal and statutory issues arising out of the purchase/repair and maintenance of the Laptop.
- 3.3** The complete onus of ensuring and certifying authenticity and correctness of the submitted documents at the time of reimbursement claim shall lie with the concerned officer claiming reimbursement and not with the sanctioning authority.
- 3.4** The Officers/Officials other than Group-A officers shall submit the approval obtained from DG:BIS for re-imbusement under this policy along with re-imbusement form.
- 3.5** The Officer/Official shall have to claim re-imbusement within three months from date of purchase of Laptop. If there is any delay, the reimbursement can be made by Administration Department, BIS HQs after the approval of the Competent Authority as detailed below: -

Sr. No.	Period within which claim was submitted	Competent Authority to accord approval for re-imbusement
1	Within three months from date of purchase of laptop	Director (Administration)
2	Within six months from date of purchase of laptop	DDGA
3	Beyond six months of date of purchase of laptop (approval to be obtained)	DG:BIS

4. ACCOUNTING

- 4.1 The Laptop shall continue to be in possession of the officer and cannot be returned to the office under any circumstances. It has to be carried by the officer including probationary officer, with him/her upon transfer, deputation, retirement, and dismissal/termination or leaving the Bureau due to any other reason, after making payment of residual value of the Laptop.
- 4.2 Records of re-imburement of Laptop shall be maintained centrally by Store Section of Administration Department, BIS HQs.
- 4.3 The Administration Department shall ensure the entries of re-imburement/ purchase particulars are made in the records of the concerned officer.
- 4.4 The Administration Department shall further send the details to the Accounts Department, HQ, for disbursal of the admissible amount under this policy to the concerned officer/official.
- 4.5 HRD and Establishment Department shall obtain the No Objection Certificate (NOC) of concerned employee(s) upon their deputation, retirement, and dismissal/termination or leaving the Bureau due to any other reason from Store Section of Administration Department, BIS HQs.

5. DISPOSAL

- 5.1 The concerned employee can retain the laptop after completed its 04 years codal life without any paying amount/charges.
- 5.2 If any circumstances, codal life is not completed, eligible officer/employee have to deposit its residual value, thereafter officer/employee takes ownership of the laptop and thereafter, Administration Department, BIS HQs may issue the NOC.
- 5.3 The Laptop shall be completely owned by the Bureau till such time, the officer/employee deposits its residual value or codal life is over and thereafter officer/employee takes ownership of the same.

6. DEPRECIATION/BOOK VALUE OF THE LAPTOP

- 6.1 **The Book Value of the device:** For the purpose of calculation of the Book Value, a depreciation of 25 % per year (Pro-rata Basis), on Straight Line Method, be adopted. Depreciation shall be calculated for every completed month as given in Illustration/Annexure I to be determined the Book Value of the device.
- 6.2 Depreciation shall be calculated at the rate of 25% on Straight Line Method over the codal life of Laptop.
- 6.3 To determine residual value of the Laptop, the actual purchase price of Laptop (inclusive of related accessories or software) or the ceiling amount (applicable taxes would be added to ceiling amount), whichever is lower, shall be considered.
- 6.4 The cost of accessories, even if they have been purchased anytime later during the codal life of the Laptop, will be treated as if they have been purchased

along with the Laptop and their codal life will also be co-terminus with that of the Laptop.

- 6.5 The table for calculation of the residual valued of Laptop is enclosed herewith as Annexure-I. Depreciation shall be calculated for every completed month.

7. RETENTION OF DEVICE

- 7.1 Post completion of 04 years of usages, the officer/employee shall retain the device. The concerned officer/employee shall ensure that the data and device is completely wiped out (data sanitized) before the device is handed over for disposal through e-waste method.

- 7.2 No new device may be sanctioned to an officer/employee within 04 years, who has already taken the re-imbusement of the device.


8. OTHER PROVISIONS

- 8.1 Unless specified otherwise, this policy or a part thereof shall not be applicable on Laptops procured under any other policy provision/estimate. For such equipment, extant practice of maintenance and disposal etc. of the office equipment shall be applicable.

- 8.2 The entries/records for re-imbusement shall be maintained centrally by the Administration Department BIS HQs. Accordingly, officers/officials leaving the Bureau due to any reason, shall obtain NOC from Administration Department, HQ, before he/she is relieved. The Establishment/HRD/Finance Departments are also requested to ensure the same.

9. This revised BIS Laptop Policy has implemented w.e.f. 22 December 2023.

10. This issues with the approval of the Competent Authority.


(Sandeep Meena)
Director (Administration)

Copy to:

1. PS to DG
2. PS to ADG
3. DDGs
4. DDG of ROs
5. Heads of Branch/Labs/NITS Offices
6. Heads of Departments at HQs
7. All regular employees of BIS
8. To all concerned

Depreciation Schedule

Completed Months	Depreciation	Residual Value
1	2.08%	97.92%
2	4.17%	95.83%
3	6.25%	93.75%
4	8.33%	91.67%
5	10.42%	89.58%
6	12.50%	87.50%
7	14.58%	85.42%
8	16.67%	83.33%
9	18.75%	81.25%
10	20.83%	79.17%
11	22.92%	77.08%
12	25.00%	75.00%
13	27.08%	72.92%
14	29.17%	70.83%
15	31.25%	68.75%
16	33.33%	66.67%
17	35.42%	64.58%
18	37.50%	62.50%
19	39.58%	60.42%
20	41.67%	58.33%
21	43.75%	56.25%
22	45.83%	54.17%
23	47.92%	52.08%
24	50.00%	50.00%
25	52.08%	47.92%
26	54.17%	45.83%
27	56.25%	43.75%
28	58.33%	41.67%
29	60.42%	39.58%
30	62.50%	37.50%
31	64.58%	35.42%
32	66.67%	33.33%
33	68.75%	31.25%
34	70.83%	29.17%
35	72.92%	27.08%
36	75.00%	25.00%
37	77.08%	22.92%
38	79.17%	20.83%
39	81.25%	18.75%
40	83.33%	16.67%
41	85.42%	14.58%
42	87.50%	12.50%
43	89.58%	10.42%
44	91.67%	8.33%
45	93.75%	6.25%
46	95.83%	4.17%
47	97.92%	2.08%
48	100.00%	0.00%

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Reimbursement Claim Form for Procurement of Laptop by the concerned Officer		
1	Name of the Officer/Employee	
2	Employee No.	
3	Designation	
4	Present place of Posting	
5	Bank Account No.	
6	IFSC Code	
7	Details of previous Laptop purchased	
8	Details of laptop purchased : Laptop; Phablet; Notepad; Ultra-Book; Notebook; Net-Book; Mobile or similar devices (Invoice-cum-Delivery Challan and Receipt are enclosed, in original):	
a	Laptop Make	
b	OEM	
c	Laptop Procured From	
d	Whether the outlet/ agency is an authorized outlet of the OEM	Yes/ No
e	Model/ Machine Sl. No.	
f	Date of Procurement	
g	Devices with Make In India (MII) components of more than 40%,	
h	Standard Software (Opening system, or MS - Office etc.)	
i	Essential accessories related for the running of devices towards discharge of official functions / duties	
j	Antivirus Software	
k	warranty/extended warranty	
l	insurance, accidental damage protection	
m	CAMC/AMC contract cost, repair and maintenance	
n	Total amount of Reimbursement claimed including GST (in Rs.)	
10	DECLARATION	
A	(a) I have read the existing BIS Laptop Policy for providing Laptops to the Officers of the Bureau and I agreed with the same. (b) I will not claim for second laptop, in any circumstances, during 4 year. (c) If I have been issued a laptop earlier, I confirmed that it has completed its codal life of 4 years on_____ (d) If my retirement is due or if I leave the Bureau due to any reason in the next 4 years or my services are liable to be terminated by the Bureau, I have given my consent for deducting an amount of the residual value of the laptop from my salary or any other payment modes due on me or any payment is due on me, I shall be liable to deposit the residual value to the Bureau.	
B	UNDERTAKING: I certify that: the rates are reasonable: The laptop as declared at above Sl.No. 9 herein has actually been procured by me. The reimbursed amount is liable to be recovered from me in case of false declaration found at any stage. The laptop procured will be used for discharging the official duties.	

Encl: Original Invoice/Bill

Signature of the Officer/Employee

HoD/DDG (.....)

DRA

SO (Issue), BIS HQs